

March 5, 2003

REQUEST FOR QUALIFICATIONS

Interested parties are invited to submit a Statement of Qualifications (SOQ) to provide professional services to the San Francisco Bay Area Wetlands Restoration Program (Restoration Program). At this time, we are requesting assistance for several positions that will serve as committee members of the Program's Design Review Group.

The Association of Bay Area Governments (ABAG) and the San Francisco Estuary Project (SFEP) provide fiscal, contract management and administrative services to the Wetlands Restoration Program. Any contract resulting from this solicitation will be negotiated by ABAG and SFEP and administered by ABAG.

I. Background

The SFEP was created in 1987 under the Clean Water Act's National Estuary Program. It is a cooperative effort to promote effective management of the Bay-Delta Estuary and to restore and maintain its water quality and natural resources. Representatives from the public, all levels of government, and elected officials from all twelve Bay-Delta counties, are working together to implement the Comprehensive Conservation and Management Plan (CCMP). The plan recommends specific corrective actions, monitoring programs and research goals aimed at resolving the Estuary's most critical problems. ABAG serves as the fiscal agent for the Estuary Project.

The CCMP includes more than one hundred recommended actions aimed at improving the health and long-term viability of the Estuary, including numerous actions that are specific to wetlands restoration. One of these actions led to the production of the 1999 *Baylands Ecosystem Habitat Goals*. The *Goals* report recommends needed habitat changes and identifies a number of deficiencies that hinder the way habitat projects are designed, implemented and monitored. From the *Goals* Report came the San Francisco Bay Area Wetlands Restoration Program. The Restoration Program is a partnership of public agencies working to implement wetlands action items from the CCMP and the recommendations of the *Goals* report. The Restoration Program seeks to fill programmatic gaps and improve coordination among resource agencies, regulatory agencies, and programs and groups that plan or implement wetlands habitat projects.

The Restoration Program is composed of three main groups: the Executive Council, the Coordinating Committee, and the Science Groups, comprised of a Design Review Group and a Monitoring Group. Each group has a unique set of responsibilities and role in the function of the Restoration Program. At this time, the Restoration Program is inviting SOQs from those interested in assisting the Design Review Group (DRG).

The DRG includes technical staff from the Executive Council members' agencies as well as various technical experts. The goal of the DRG is to assist public and private entities to plan and design appropriate, high-quality habitat projects in keeping with the

general concepts and recommendations in the *Habitat Goals* report. The group meets approximately once a month and is chaired by one of its members and/or the Restoration Program Coordinator on a rotating basis. The DRG chairperson prepares agendas for these meetings in consultation with the Coordinating Committee and the other DRG members. Decisions at meetings are made by consensus.

The geographic scope of projects submitted to these groups encompasses habitats associated with San Francisco Bay and its immediate watershed. Habitat projects upstream from the eastern edge of Suisun Marsh (i.e., eastward from the city of Pittsburg) are considered to be the Sacramento-San Joaquin River Delta and fall outside of the purview of the Restoration Program.

II. Services Required

The applicant should possess considerable knowledge of design and implementation of habitat projects in the Bay Area as well as the monitoring that occurs following project construction. Applicants are required to have an understanding of the Baylands ecosystem and associated habitats, and be readily able to consider project design in a regional context. The Restoration Program seeks to staff its committees with experts from local government, special districts, non-governmental organizations, academia, and the private sector. It is expected that applicants will be technical experts in their respective fields with experience as, for example, biologists, ecologists, hydrologists, and/or engineers with a reasonable degree of familiarity in designing, implementing, and evaluating habitat restoration programs.

The DRG is specifically tasked with undertaking the following duties:

1. Develop criteria for selecting technical experts who will assist in the review of habitat projects.
2. Work with the Coordinating Committee to establish criteria for selecting proposed habitat projects to review.
3. Review preliminary plans for proposed habitat projects and provide guidance and recommendations for improving the project to the project sponsor; provide additional guidance as project design progresses.
4. Prepare a written assessment for each project it reviews.
5. Identify policy issues that may potentially impede the timely development and authorization of sound habitat projects and refer them to the Coordinating Committee.
6. At the end of the year, work with the Coordinating Committee and Monitoring Group to prepare progress reports for the Executive Council.

Please see Attachment 1 - Statement of Work for requisite tasks and qualifications.

III. Compensation

A flat rate of \$75 per hour will be paid to those applicants selected to participate as members of the DRG, up to a ceiling maximum of 33 hours per year. Opportunity exists to work beyond 33 hours per year and, should project demands require this, a contract will then be required between the committee member and ABAG.

Please note that an applicant may elect to volunteer their services to the DRG. If an applicant is interested in performing habitat review on a pro bono basis, please note this within the Cover Letter of the Statement of Qualifications. Questions about this can be directed to John Brosnan, Program Coordinator at (510) 622-5048.

The applicant can be a self-employed contractor or the employee of any consulting firm or non-governmental organization. No benefits are provided. All services will be paid for on an hourly basis with other direct costs to be billed on an as expended basis. Contractor is responsible for payment of applicable state and federal taxes. Contractor must provide the necessary office space and equipment to perform required work.

IV. Time Frame

This solicitation is for part-time work on an as-needed basis. The term of the contract could extend up to three years depending on available funding.

V. Pre-qualified List

Based on the ranking of quantified numerical scores of submittals made in response to this request, the Restoration Program will maintain a pre-qualified list of finalists in order of their ranking. At such time as work is required for the DRG, a contract for that work would be negotiated with the highest scoring finalist. If that finalist is not available due to time constraints, etc. or we are unable to reach agreement on a reasonable cost, we would proceed to negotiate with the second ranking finalist and so on. If there is more work available than one DRG member could reasonably accomplish, we would negotiate with the subsequent finalists in order of their ranking on the list.

VI. Selection Procedure

Every submittal will be evaluated according to the criteria below. Numerical scores will be tabulated for each offer.

- 1) Relevant Qualifications and Experience - The Contractor will be evaluated based on the level of experience and background in performance of similar projects/programs.
- 2) Educational and Professional Background- The Contractor must possess the educational requirements listed in the Statement of Work.
- 3) Submittal - The Contractor will be evaluated based on the adequacy of the submittal to respond to the goals and objectives of this Request for Qualifications (RFQ). Statements must respond to all the requirements of the RFQ, and must include all information specifically required in all sections of the RFQ.

The responsible Contractor whose Statement of Qualifications is most advantageous to the Restoration Program, ABAG, SFEP, evaluation factors, and other factors, considered will be awarded first place on the pre-qualified list. Our objective is to obtain the highest qualified candidate to achieve the objectives within a realistic time frame and reasonable cost. Qualifications and experience as a whole are more important than cost.

This RFQ does not commit ABAG to award a contract. Applications will only be considered for the Pre-Qualified List at this time. When services are required, a contract will be negotiated. Applicants are informed that the award of any contract as the result of this solicitation is contingent upon the availability of funds. Award of a contract may not be made to any Contractor unless an agreement can be secured for all general and special contract provisions.

VII. What to Submit

To provide an objective, fair review of all statements of qualifications, the submittals are to include only the following information:

1) Cover Letter - The Cover Letter, covering highlights and unique features of your qualifications, should provide a definitive statement of qualifications allowing the candidate to accomplish the requirements as stated in this RFQ. This must describe in detail the procedures and methods that will be used to achieve the stated needs outlined in the Statement of Work, preferably drawing on past experience/work conducted by the applicant.

Any special terms and conditions related to this request should also be summarized in this portion of the statement. Letter should include your office address.

Finally, the Cover Letter should detail your specific expertise and preferences as relates to the Design Review component of the Restoration Program. Please note any design review experience you might possess relative to specific habitat types, i.e., tidal marsh, riparian woodlands, salt ponds, etc. Length: **Two (2) pages maximum (40 points possible).**

2) Relevant Experiences and Educational and Professional Background - Provide a summary of relevant experience over the last 5 years and a summary of educational background, including degrees. Also include special professional and/or project experience as well as any relevant publications. Length: **Three (3) pages maximum (20 points possible).**

3) List of Client References - Provide a list of clients to be used as references for your work, including contact name, address, telephone number, nature of job, length of engagement, amount (e.g. 1 year, \$ 35,000). Length: **One (1) page maximum (10 points possible).**

Responding to all requirements set forth within this Request for Qualifications is worth a maximum of 10 points; the assessment of the applicant's overall expected ability to provide high-quality feedback to Design Review Group project proponents is worth a maximum of 20 points. Successful applicants must achieve at least 70 out of a possible 100 points. A resume of no more than two pages in length may be submitted in addition to the above-listed items. We require three (3) copies of your statement package. **This Request for Qualifications is open**

on a continuous filing and applications may be submitted at any time. Questions may be directed to John Brosnan, Wetlands Restoration Program Coordinator, at (510) 622-5048; fax (510) 622-2501; e-mail jtb@rb2.swrcb.ca.gov.

VIII. Where to Submit Application

If mailed, address to:

John Brosnan
Wetlands Restoration Program Coordinator c/o
San Francisco Estuary Project
1515 Clay Street, Suite 1400
Oakland, CA 94612-1413
jtb@rb2.swrcb.ca.gov

If hand delivered:

John Brosnan
Wetlands Restoration Program Coordinator c/o
San Francisco Estuary Project
1515 Clay Street, Suite 1400
Oakland, CA 94612-1413
jtb@rb2.swrcb.ca.gov

Attachment 1 - Statement of Work

Design Review Group (DRG) Member

The applicant will be asked to perform the following functions as required for reviewing proposed habitat projects and for preparing summary findings reports for the project proponent:

- Assist with review of proposed habitat projects and provide feedback for improving the project to the project sponsor; provide additional feedback as the project progresses.
- Assist with the preparation of written assessments for each project reviewed.
- Seek to identify policy issues that may potentially impede the timely development and authorization of sound habitat projects and refer those issues to the Coordinating Committee.
- Collaborate with the Restoration Program's Coordinating Committee and aid in establishing criteria for selecting habitat projects for review.
- At the year's end, work with the Coordinating Committee and Monitoring Group to prepare progress reports for the Executive Council.

Qualifications

Candidates for this work should have many of the following qualifications:

- Graduate degree in a physical or biological science (desirable, not required).
- Experience in field and analytical studies.
- Ability to work closely with scientists and managers.
- Familiarity with the San Francisco Bay/baylands habitats system.
- Writing experience as demonstrated through reports and publications.
- Possess demonstrated experience in editing technical and other documents.

Work Schedule

The workload is variable and largely unpredictable and will depend solely on the quantity of proposed projects coming into the DRG. In some instances there may be several weeks of work in a row and then nothing for several weeks. The work hours can in some cases be flexible and involve telecommuting.

Supervision

Appropriate Restoration Program staff in conjunction with the chair of the Design Review Group supervises project review and writing assignments. Selected applicants work under the direction of the Restoration Program's Program Coordinator. Selected applicants shall submit monthly reports on progress and completion of deliverables as well as invoices of direct costs.